



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

10-56	VACANCY ANNOUNCEMENT - RIYADH	05/17/10
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OPEN TO	All interested applicants
POSITION	SD Data Base Analyst, FSN-05, Position No. 100279
OPEN DATE	Monday, May 17, 2010
CLOSING DATE	COB Monday, May 31, 2010
HOURS	Saturday to Wednesday - 40HWW
SALARY	* Ordinarily Resident: Position grade: FSN-05, SR. 48,096 Full Performance level (Basic salary excluding eligible allowances).

NOTE: ALL APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR EMPLOYMENT. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.

The U.S. Mission in Saudi Arabia is seeking an individual for the position of SD Data Base Analyst for the Regional Security Office.

Basic Function of the Position:

The incumbent reviews SD team reports and analyzes information to determine trends and patterns in hostile surveillance directed at USG interests. This incumbent produces short-term and long-term reports of surveillance activity and maintains computerized databases. In addition, the SD analyst provides analysis of USERA functions, motor pool trips by USG employees, daily media reporting of crimes, smuggling and terrorism that could affect the safety of USG facilities and personnel. The SD analyst may serve as a back-up SD team Coordinator or RSO FSN Secretary as necessary.

Required Qualifications:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education**: High School graduate.
2. **Experience**: Three years of prior work in a related field/position conducting analysis and preparing reports.
3. **Language Requirements**: Level IV (Fluent) English and Arabic.
4. **Knowledge/Other criteria**: Must be proficient in all Microsoft applications including Word, Excel, Access, Power Point, Publisher and Outlook. The analyst must be skilled in the use of digital photography software.
5. **Other Skills**: Must possess the skill to use technical equipments such as digital and video camera. As back-up RSO Secretary should be able to use badge making software, camera, and printer. The analyst must be able to work independently.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are **not eligible to apply**.

1. TO APPLY

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Signed application for U.S. Federal Employment (SF-171 or [OF-612](#));
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
3. Copy of valid resident permit
4. Any other documentation (**e.g. essays, certificates, and awards, copies of degrees earned**) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

In-person – Front Gate, American Embassy, Riyadh, or

By mail – Human Resources Office, Riyadh

P.O. Box 9430, Riyadh 1163, Saudi Arabia

By e-mail: HRORiyadh@state.gov

By Fax: 966-1-488-7765

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,

- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS MONDAY, MAY 31, 2010

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.